



JOB SPECIFICATION

Code 10130
Grade PM 128

LEAD PLANNER

General Purpose

Under direction, oversee, direct and perform professional planning work relating to area of assignment.

Typical Duties:

Oversee and monitor a variety of planning projects in assigned area such as zoning, land use, or historic preservation. Involves: Monitor and conduct highly technical research and analysis, evaluate findings, identify significant issues, determine options and develop recommendations on difficult and complex projects. Identify and research properties that may qualify for historic designation. Implement recommendations as appropriate. Provide assistance and training to staff. Plan and assign work. Oversee and monitor work in progress and finished project. Prepare or provide input to performance evaluations.

Develop, monitor and maintain comprehensive plan. Involves: Review preliminary and final plats, design and construction plans and conduct site inspection for approval on major development projects. Process applications to ensure compliance with state and local regulations and with the city's comprehensive plan. Prepare updates to maps and text of comprehensive plan. Conduct surveys and research property ownership and zoning. Prepare recommendation on rezoning applications, zoning ordinance revisions and other items that impact the comprehensive plan.

Represent the department and provide technical support, information and guidance on planning issues. Involves: Respond to requests for information on ordinances, codes, policies, plans and procedures. Provide interpretation of zoning and subdivision requirements, comprehensive planning documents, land development applications, land use documents and other planning documents. Prepare complex comprehensive documents on comprehensive plans, data analysis, grant applications, special reports and recommendations. Attend board and committee meetings, City Council, citizen group meetings and other gatherings to represent the department.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of urban planning principles, practices and methods.
- Application of considerable knowledge of data gathering and research methods and techniques.
- Application of considerable knowledge of historic preservation and architecture styles and designs.
- Application of good knowledge of applicable federal, state, and local laws and ordinances.
- Application of good knowledge of development issues and concerns, neighborhoods, development process, land use law, zoning and subdivision regulations, land use economics and zoning administration techniques.
- Application of good knowledge of, geographical information systems, urban design and site design principles and practices.
- Application of good knowledge of project management.
- Application of some knowledge of supervisory techniques.



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- Conduct research, compile data, analyze findings, identify key issues and prepare professional recommendations.
- Interpret and explain city ordinances and policies, review site plans and analyze potential impact.
- Organize and oversee the activities of project teams.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.
- Clear, concise oral and written communication to prepare and present reports to management, boards and committees, citizen groups and private industry representatives.

Other Job Characteristics

- Occasional driving through City traffic.
- Occasional exposure to outdoor settings to monitor development, including walking over uneven ground.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in business or public administration or transportation, historic preservation, architecture, urban or regional planning or design or related field, and four (4) years of professional urban or regional planning or historic preservation experience, depending on area of assignment.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head

Department Head